



Indiana Department of Education

SUPPORTING STUDENT SUCCESS

MEMORANDUM

TO: Superintendents of Indiana Public Schools
Charter School Administrators
Accredited Nonpublic School Administrators
Freeway School Administrators

FROM: Karla Carr, Assistant Director of Data Collection & Reporting

SUBJECT: Master File/School Directory - Number of Computers

DATE: April 3, 2009

It has been brought to our attention that a portion of the Master File/School Directory will need your immediate attention. At this time we are asking for the number of computers in each of the four following categories, Dialup, High Speed Wired, High Speed Wireless and No Connectivity. This information is requested for Federal Reporting and it was requested at the beginning of the school year; however it may not have been completed.

Computer counts must be reported for each school. If you do not have any computers in any of the categories, please enter a zero (0) in each box. Access the online application by going to the following link <http://www.doe.in.gov/htmls/doemf.html>. This link requires the corporation number and the corporation pin number. Someone in your local corporation office should have this login and password information. You may also update any of the other information that may have changed during the school year. Once the changes are saved they are stored in a temporary table until reviewed and accepted by an IDOE team member.

It is required that these data be submitted by all corporations for each school by the end of the day on **April 30, 2009**. If you have any questions please our office at 317-232-0808.